

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee may be exposed to moving mechanical parts, toxic or caustic chemicals. The noise level in the work environment is usually moderate.

REPORTS TO Parts and Tool Foreman

GENERAL RESPONSIBILITIES

1. Contributes to the efficient operation of the Transportation Department by managing the stockroom and properly accounting for all parts, tools, and property of the School Board.

SPECIFIC RESPONSIBILITIES

1. Assumes responsibility for the receipt and issuance of all parts and supplies and the keeping of records and inventories, with the computerized data entry management program.
2. Assists in ordering and maintaining an inventory of parts and driving service truck when required to pick up parts from local vendors.
3. Receives and checks all orders of parts and equipment delivered to the Transportation Department, assuring that all orders are complete and correct.
4. Ensures that no part leaves the stockroom until it has been properly charged out on a work order or otherwise accounted for.
5. Accounts for special tools and equipment stored in the stockroom.
6. Notifies the manager of any vehicles being assigned a duplicate replacement part or parts within a short period of time.
7. Assumes responsibility for keeping stockrooms clean and orderly at all times and sees that the stockroom is locked when left unattended.
8. Keeps all unauthorized persons out of stockrooms.
9. Makes a periodic check of parts in various locations to confirm inventory cards.
10. Lifts heavy objects as required.
11. Processes parts received into the parts inventory system for fleet maintenance.
12. Performs other duties as assigned.